4 SEP 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: OIS Weekly Report (28 August-3 September 1980)

Classification Review Division

CRD processed approximately 81,000 pages of material and declassified approximately 34 percent. This large percentage was due to the NIS and FBIS material being reviewed.

Records Management Division

Information Technology Branch (ITB) personnel designed a microfiche envelope for use in the APEX control system. ITB will coordinate the printing and distribution to all member agencies by 15 November 1980.

Regulations Control Division

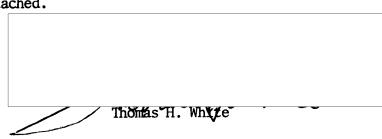RCD processed 22 regulatory issuances during this period. Those of

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RCD provided OGC, OF, OER/NFAC, OCO Staff, and IC Staff with copies of SIS Notices 1 through 3.

DO/IMS requested guidance from RCD concerning the submission of social security numbers and whether it was voluntary or required in the Agency. OPPPM informed RCD that social security numbers are required Government-wide for identification purposes.

Information and Privacy Division

A separate report is attached.

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Thomas H. White

Attachment

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4 September 1980

MEMORANDUM FOR: Deputy Director for Administration

STAT   FROM:

Chief, Information and Privacy Division, OIS

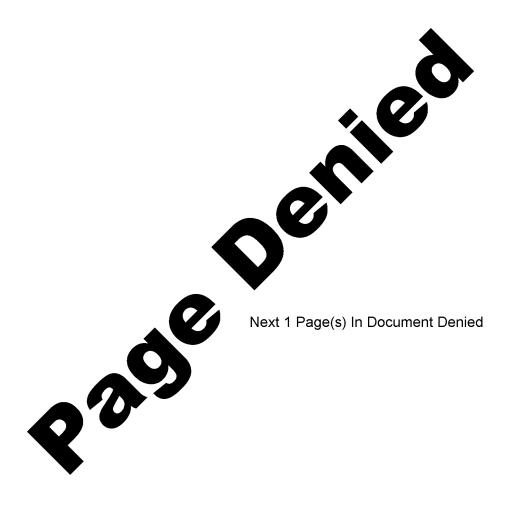SUBJECT: IPD/OIS Weekly Report (28 August - 3 September)

1. The Week in Review

		28 Aug-3 Sep	1980 Weekly Average
a.	New cases logged	26	60.0
b.	Cases closed	70	52.5
c.	New appeals logged	2	1.9
d.	Appeals closed	0	2.5
e.	Manpower (man-weeks)	120.4	125.0

2. Current Backlogs

    a. Initial requests - 2914

    b. Appeals - 393

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IPD⬜cb 4 September 1980
Distribution:
Orig. & 2 Addressee
    1 - DCI
    1 - DDCI
    1 - D/NFAC
    1 - DDO
    1 - DDS&T
    1 - D/PA
    1 - Comptroller
    1 - IG
    1 - OGC
    1 - OLC
    1 - OPPP&M
    1 - OL

STAT   1 - C/IMS⬜
    1 - DDO/IRO
STAT   26 - DDO/IMS⬜
    1 - IRG/OS
    1 - NFAC/FIO
    1 - DIS
    1 - IC Staff/FIO
    1 - IPD Subject
    1 - IPD Chrono
    1 - IPD Reading Board

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